

Convention Master of Ceremonies

POSITION STATEMENT

Responsibilities

The Convention Master of Ceremonies (formerly Sergeant at Arms), sets the tone for the Convention. Through effective and clear communication, a bright and personable presentation and an organised approach, the Master of Ceremonies(MC) creates a positive Convention experience for all.

Duties

1. Planning

Under the supervision and direction of the Executive Officer during the planning phase for Convention, the MC shall:

- 1.1. Advise the Executive Officer and Council Chairperson on the draft Convention Program,
- 1.2. Work with the Cabinet Secretaries Coordinator to manage the credentialing of delegates, including the distribution of voting cards,
- 1.3. Coordinate the collection of information for the Remembrance Ceremony.

2. Preparation

Under the supervision and direction of the Council Chairperson during the operational phase of the Convention, the MC shall:

- 2.1. Familiarise themselves with the various Convention venues,
- 2.2. Liaise with the venue managers to ensure that seating, staging, audio-visual and operational requirements are correct according to the Convention manual,
- 2.3. Liaise with the Executive Officer on any issues associated with the venue, staging and audio-visual requirements,
- 2.4. Manage registration and accreditation at the Convention.

3. Execution

The Master of Ceremonies sets the tone for the Convention and ensures that the various elements of the program are connected and flow smoothly.

The MC delivers this role by:

- 3.1. A strong, confident and calm stage presence.
- 3.2. Delivering communication clearly, with good humour and a positive and optimistic approach including,

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- 3.2.1. Providing clear information to delegates regarding the venue, emergency arrangements, seating, stage directions, etc.
- 3.2.2. Providing clear information throughout each day to delegates on the detailed program including the location of rooms, various functions, break times, important announcements.
- 3.2.3. Correctly and appropriately introducing and thanking delegates where these duties are not specifically programmed.
- 3.2.4. Arranging, at the direction of the Council Chairperson, ad hoc changes and amendments to the program to deal with late items and changes to assist in the delivery of an effective and professional program.

3.3. Reporting

The MC contributes to daily and final reporting of the Convention by,

- 3.3.1. Arranging for the printing of Delegate Voting Cards.
- 3.3.2. Documenting and arranging the printing of daily précis of proceedings, forum reports and other required papers.
- 3.3.3. Providing Cabinet Secretaries with all documents required for them in connection with credentials reporting.
- 3.3.4. Collecting minutes and reports from committees, forums and seminars and to arrange for their printing as required.
- 3.3.5. Supervising the formal counting of delegate votes for motions where required, advising the outcome to the Convention.
- 3.3.6. Supervising the issue of and accounting for ballot papers in co-operation with the Chairperson of the Nominations Committee.

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PERSON PROFILE

Experience

- Experience as a Master of Ceremonies or similar role.
- A sound knowledge of the conduct of Multiple District Convention, gained from attendance at Conventions over a number of years.
- Experience in conducting public presentations to large groups.
- An organised and professional approach.
- Experience in the preparation of written reports.

Skills

- Strong 'stage presence' and calmness under pressure.
- Clear speaking voice and great verbal communication.
- A collaborative approach.
- Organisational ability.

Personal Attributes

- An excellent sense of humour and a personable and friendly nature.
- Self-motivated with the ability to foresee matters which will require attention if difficulties are to be avoided during a Convention.
- Strong work ethic.

Note

1. The Master of Ceremonies is part of a small team responsible for delivering the Convention that includes the Council Chairperson, Executive Officer and Convention Chairperson.
2. Responsibility for preparing the program in consultation with the Council Chairperson rests with the Executive Officer.

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